



## 2019 Annual Security Report and Fire Report

Education, Awareness & Preparation

Issued for the 2020/2021 Academic Year

### Panama City Campus



Although this issue of the Annual Security Report is being published for the 2020-2021 Academic Year, the calendar year for which criminal activity is being reported is 2019

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### **A Message from President John Thrasher**

Florida State University offers a warm, friendly and caring environment in which to study, work and live. The university administration and the Florida State University Police Department will do everything we can to make your experience here as pleasant, productive and safe as possible. Your role in recognizing and reducing risks to your safety and that of others is also important so that we can live in an environment free from undue fear, risks or criminal activity.

This Annual Safety and Fire Report includes a wealth of information about many programs and activities that are designed to help you, and I encourage you to review it thoroughly. Working together, we can reduce safety risks so that we can all focus on reaching the goals that brought us to this great university.

### **A Message from Chief of Police Terri S. Brown**

The Florida State University Police Department (FSUPD) is committed to providing Florida State University with a safe environment conducive to the goals of education and research. Although reported crime at Florida State is relatively low, it is important for students to remember that we are not immune from crime or criminal activity. Therefore, we share many of the crime and safety issues that exist in any city. In partnership with the community, we work to prevent crime and solve problems that affect students, faculty, and staff. The safety and security of the University is the combined responsibility of the entire Florida State University community. We remind all our campus community partners that if you See Something, Say Something and report the incident to police immediately.

To maintain an effective working relationship with the community and to respond to its needs, the FSUPD is organized into four twelve-hour shifts that work 24 hours a day, seven days a week. Officers conduct visible patrols, respond to reports of crimes, address problems, and provide information and resources to the community. This information, which includes many practices, procedures, and safety tips for keeping you safe at FSU, are delivered in several ways. It is published annually in the Annual Safety Report, which appears on the website ([www.police.fsu.edu](http://www.police.fsu.edu)), and is discussed in safety talks that are conducted by police officers at student orientations, new employee orientations, and other training events. Community members interested in arranging a safety talk should contact the department for scheduling.

I encourage all students, faculty, staff and visitors to be aware of the safety related resources offered from the department and innovative equipment being utilized daily. Our officers and staff are committed to initiating and maintaining close ties with the community. Feel free to stop by our headquarters at the corner of Jefferson Street and Woodward Avenue in W.A. Tanner Hall to ask any questions about security issues that are important to you. Also, by taking the time to familiarize yourself with our resources and by using the information provided on our website, you will be helping us to help you in the pursuit of a safe campus. Feel free to contact me with questions or suggestions.

**PREPARATION OF THE ANNUAL SECURITY REPORT**  
**AND DISCLOSURE OF CRIME STATISTICS**

The Florida State University Police Department prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Crime Awareness and Campus Security Act of 1990*. Information and statistics are compiled from information maintained by the FSU Police Department, information provided by other University officials such as Student Affairs, Residence Life, Office of Student Rights and Responsibilities, Campus Security Authorities, and information provided by other law enforcement agencies.

This report provides statistics for the previous three years of select reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by the Florida State University. This report also includes security policies and procedures and information on the basic rights guaranteed victims of sexual assault.

This report is provided to you as part of the Florida State University's commitment to safety and security on campus. It contains information on a variety of security services and programs available to you as members of the university community and is intended to inform the University community of Florida State's safety programs and security procedures. This publication is designed to provide an overview of the FSU Police Department, as well as information regarding other safety and security measures that have been instituted at the Florida State University.

The University distributes a notice of the availability of this Annual Security Report by October 1 of each year. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the FSU Police Department at 850-644-1234 or by visiting [www.police.fsu.edu](http://www.police.fsu.edu).

*THIS PUBLICATION IS AVAILABLE IN ALTERNATE FORMAT UPON REQUEST*

Contact the Student Disability Resource Center at the Student Services Building 97 S. Woodward Ave. (Parking Garage #2). PHONE: 644-9566 TDD: 644-8504.

*This publication is required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It has been produced under the direction of the Vice Presidents of Finance and Administration and Student Affairs, and through the efforts of the Florida State University Police Department. This document is intended to inform the University community of Florida State University's safety programs and security procedures.*



# FLORIDA STATE UNIVERSITY **POLICE**



## **PRIDE ♦ ENTHUSIASM ♦ PROFESSIONALISM ♦ INTEGRITY**

The FSU Police Department is a fully commissioned, professional force of police officers. This was validated on May 22, 2002, when the Department was awarded accreditation status by the Commission on Florida Law Enforcement Accreditation (CFA). Since, the Department has been re-accredited in 2005, 2008, 2011, 2014 and again in 2017. In 2017, the Department received Excelsior Recognition, the highest level of achievement in the Florida Accreditation program. This accreditation signifies that the FSU Police Department meets or exceeds the highest professional standards set for law enforcement agencies, sworn officers, and non-sworn support personnel.

FSU police officers are trained and certified the same as county and municipal officers in the state of Florida. Additionally, all newly-hired officers are required to complete a sixteen-week field training program in order to apply law enforcement skills within the Florida State University environment. Consequently, FSU police officers are prepared to provide a full range of law enforcement services in an environment that requires additional care and understanding of the uniqueness of an educational community. The officers are authorized to carry firearms and make arrests on property controlled by the FSU Board of Trustees. In 2009 legislation was passed authorizing the FSUPD to enforce laws within 1000ft of any campus owned property.

In addition to this the FSUPD has a written mutual aid agreement with both the Panama City Police Department and the Bay County Sheriff's Office. These agreements also extend extra-jurisdictional authority to the FSU Police Department in other parts of the city in order to carry out investigations and perform other duties.

The Department uses uniformed officers to patrol the campus 24 hours per day – on foot, in automobiles, on motorcycles, all-terrain vehicles and on bicycles. Using a well-established cooperative relationship with local law enforcement, area agencies regularly report to the FSUPD students and organizations that have engaged in criminal activity at off campus locations.

<http://www.police.fsu.edu> and on Facebook at <https://www.facebook.com/KeepFSUSafe>

## **Reporting a Crime and Other Emergencies**

### **Reporting to FSU Police**

We encourage all members of the University community to report all crimes and other emergencies to the FSU Police Department immediately. If you are a witness or victim of crime, it is important to report the crime so you can get help and support. Also, by telling the police what you know, you may help them solve this and other crimes or prevent others from becoming victims in the future. You should talk to the police if you know about a crime that has been committed or might be committed, someone who was involved in committing a crime, someone who has threatened you or another person or threatened to commit a crime, about any other activities you think may be criminal. Crimes which occur on university property should be reported to the FSU Police Department. Often it is difficult to determine if the location you are at or where a crime occurred was university property or not. If you are certain the location was campus, call the FSUPD. If you are certain the location is off campus call the Panama City Police Department or the Bay County Sheriff's Office. If you are in doubt or circumstances require immediate police intervention, call 911 or any local agency, and responding officers will respond to you and make jurisdiction determinations after every one is safe.

In addition to the numerous reporting channels discussed within this publication—the FSU Police Department, other law enforcement agencies, and on campus officials – you may also submit an anonymous report of suspected criminal activity to the FSU Police Department through the Silent Witness program accessed at [Silent Witness](#). For the purposes of ensuring that accurate and up-to-date crime and safety information is reported to all University constituencies, the University Police Department works closely with the following campus departments—not only to obtain pertinent information—but, moreover, to ensure campus entities can direct inquiries about campus crime safety to the appropriate distribution point. These other University departments include, but are not limited to: Office of the Dean of Students, Office of the Dean of Graduate Studies, Office of Student Rights and Responsibilities, University Health Services, University Housing, and Title IX Director.

We encourage University community members to report crimes promptly and to participate in and support crime prevention efforts. The University will be much safer when all community members participate in safety and security initiatives.

Safety and security at Florida State University are the responsibility of every employee and student on campus. Immediately report suspicious persons, incidents, and unsafe conditions by calling the FSUPD at (850) 774-2705. If an emergency occurs, dial 911. Remaining observant and aware of your surroundings will help ensure FSU stays a safe place to learn, teach, and work. For more information on FSU Alerts please visit: [www.alerts.fsu.edu](http://www.alerts.fsu.edu)

### **Reporting to Other Campus Security Authorities**

While the University prefers that community members promptly report all crimes and other emergencies directly to the FSU PD, we recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities (CSA).” The act defines these individuals as “officials of an institution who has significant responsibility for student and campus activities,

including, but not limited to, student housing, student discipline, campus judicial proceedings, health services, title IX, athletics. CSAs are responsible for reporting crimes to the FSU Police Department, including crimes where the victim chooses to remain anonymous. Reports filed with CSAs are counted and disclosed in the Annual Security Report.

### **Voluntary, Confidential Reporting**

If you are the victim of a crime and do not wish to pursue action within the University or criminal justice system, we encourage you to make a confidential report to the FSU Victim Advocate Program. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety, the safety of others and provide resources. The confidential reports allow the University to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. You may also make a confidential report to a professional counselor at University Counseling Services. Crimes reported to a professional counselor are not disclosed in the Annual Security Report.

### **Anonymous Reporting**

The Florida State University Police Department take anonymous crime reports through the Silent Witness program accessed at [Silent Witness](#) .

To report hazing activity, visit [hazing.fsu.edu](http://hazing.fsu.edu) or email [reporthazing@fsu.edu](mailto:reporthazing@fsu.edu).

## **EMERGENCY CONTACT NUMBERS**

### **University and local emergency numbers:**

Emergencies (calls are toll-free)	9•1•1
FSU Police Department	(850) 774-2705
Panama City Police Department	(850) 872-3100
Bay County Sheriff's Office	(850) 747-4700

### **Elevator Telephones**

Emergency telephones are located in the elevators. Simply lift the receiver or press the button to be connected to University Police.

## **Security of and Access to Facilities**

### **University Facilities**

The Florida State University is a public university, and with the exception of residence halls, is open to the public during normal business hours. Academic buildings are open during the evening hours when classes are in session. Many events held in university facilities are open to the public. Access to academic and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of work, teaching, and conducting other university business. Access to most buildings is controlled by card access after normal business hours and the buildings have varied levels of access. Access to the libraries



requires the presentation of an official state or university identification card or a passport. Any FSU student, faculty and staff with an active FSUCard can enter the libraries. Family members, friends and other visitors must stop at the Guest Services desk and obtain a Guest Card prior to entry.

FSUPD Officers and Security personnel patrol campus facilities on a regular basis. For information about the access protocol for a specific building, see the department head or contact FSUPD at (850) 774-2705.

FSU Facilities maintains university buildings and grounds with concern for the safety and security of all person and property. Inspections are routinely conducted and repairs are promptly made to ensure that appropriate safety and security standards are maintained.

The FSU Police Department assists Facilities personnel by conducting campus lighting surveys and reporting potential safety and security hazards. Students, faculty and staff are encouraged to call FSU Facilities to report any safety or security hazards at 850-644-2424.

### **Emergency Notification and Warning System (FSU ALERT)**

Florida State University Policy establishes the emergency notification and warning program at Florida State University. This program is commonly referred to as the "*FSU ALERT*" emergency notification system. The FSU Alert Emergency Notification and Warning Plan & Policy is publicly available at: <http://emergency.fsu.edu/services/FSUAlert>.

The objective of the emergency notification and warning system, *FSU ALERT*, is to provide timely notification and warning to all students, faculty, staff, and visitors of Florida State University of a threat, occurring or imminent, that poses an immediate threat to their health, safety, or general welfare while on property owned or controlled by the university.

The University has procedures to implement the Policy and Plan. Collectively, the Policy, Plan, and Procedures provide a mechanism for the University to, without delay, confirm an emergency or dangerous situation, take into account the safety of the campus community, and initiate immediate and appropriate notification and warning, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Policy, Plan, and Procedure include processes by which University officials will confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.

The Policy, Plan, and Procedures specify the roles and responsibilities of persons or organizations on campus responsible for carrying out this process.

Florida State University – University Relations and its subsidiaries maintain procedures for disseminating subsequent incident related information to the larger community once the immediate threat to life safety has passed.

As of the time of this report, the FSU ALERT emergency notification system employs numerous methods of emergency information delivery. The delivery methods are split into three categories: Primary, Secondary and Tertiary. The university is continuously upgrading and enhancing this system with new technologies and expanded coverage.

Florida State University utilizes a specialized system to link several types of notification services and methods into a centralized activation process called FSU ALERT EZ (a.k.a. the easy button). This system allows for the activation of select primary and secondary delivery methods simultaneously with the press of a single button, and results in delivery to approximately 60,000 recipients.

## **Notification Methods**

### **Primary Notification/Delivery Methods**

- Alerts Page (<https://alerts.fsu.edu/>)
- Home Page ([www.fsu.edu](http://www.fsu.edu))
- Outdoor Sirens
- Indoor Sirens
- SMS Text Messages
- Email
- Blue Light Phones
- (850)644-INFO Hotline
- Voice Phone Calls (Limited)
- Desktop Alerts
- Beacons
- SeminoleSAFE Mobile App

### **Secondary Notification/Delivery Methods**

- MyFSU Mobile App
- Facebook
- Twitter
- RSS Feeds
- Digital Displays

## **Enrolling in the University's Mass Notification System FSUAlert**

All faculty, staff and students with an access account and fsu.edu e-mail automatically have their fsu.edu e-mail enrolled in the system. They are encouraged to visit the FSUAlert portal at <https://emergency.fsu.edu/services/FSUAlert/SMSText> and add phone numbers to receive SMS text messages directly from FSU. Members of the larger community are encouraged to follow us on Twitter, Facebook, or our websites.

## **Test of the Emergency Notification and Warning System (FSU Alert)**

The Clery Act requires that the university conduct at least one test of its emergency notification system each year. The university conducts test at least once a semester, hereby the University will send a coordinated test message through the campus-wide systems —

FSU homepage, text messaging, e-mail and VOIP mass notification. These tests will evaluate emergency notification procedures and performance of the various systems. In connection with these tests, the university will publicize the emergency response and evacuation procedures to the campus community. Information on the University's emergency response and evacuation procedures available on the FSU Emergency Management website at <https://emergency.fsu.edu/cemp>. Records of each test will be maintained by Emergency Management and include a description of the test, date and time of the test, and whether the test was announced or unannounced. Additionally, drills are regularly conducted by the university police to test procedural operations and functionality of the notification systems.

## **Timely Warnings and Crime Bulletins**

### **Timely Warning**

In the event a selected crime occurs or other situation arises, either on or off campus, that, in the judgment of the Chief of the FSU Police or designee, may pose a serious or continuing threat to members of the community, a campus wide "Timely Warning" will be issued.

Depending on the particular circumstances of the crime, especially in all situations that could pose an *immediate threat to the community and individuals*, a timely warning will be issued through any one of the notification methods listed on the previous page.

### **Crime Bulletins**

If there is not an immediate threat to the community and individuals, the Florida State University Police Department may still issue a "Crime Bulletin" at the appropriate time with regards to the incident and subsequent investigation to the campus community. Generally these are situations where the incident is not exigent in nature and due to investigation a delay in releasing information is merited and does not compromise the safety of the campus community. Crime Bulletins are normally distributed to students, faculty and staff via campus wide e-mail and other methods listed above.

## **Crime Prevention Information**

### **Protect Your Property**

- Use a "discus" style padlock (not the "master lock" type) on all storage units. Check the unit periodically to make sure nothing has been disturbed.
- Don't lend your keys. Keys can be duplicated.
- Don't mark your key chain with your name, address or license number. Lost keys can lead to theft.
- Engrave or mark all valuable personal property with your name and driver's license number. Keep an inventory of items.
- Move valuable items out of easy sight of windows and doors.
- Lock your vehicle at all times.
- Copy all important papers and cards that you carry in your purse or wallet, including your driver's license. Keep the copies in a safe place— the information will be invaluable if they are stolen or lost.

- Copy your vehicle ID and tag number. If your vehicle is stolen, it cannot be entered into the nationwide law enforcement network without this information

### In Your Car

- Check the back seat before entering.
- Keep your vehicle doors locked at all times, even when driving in daylight, so no one can jump in at a red light.
- Keep enough gas in your tank for emergencies. Don't offer rides to anyone you do not know, even if he or she claims to be a student
- Honk your horn—a good deterrent—if someone suspicious approaches your vehicle. Criminals don't like attention.
- Lift the hood, put on the flashers, and wait inside for help with the doors locked if your car breaks down. Ask people who stop to call the police or AAA for you. Don't accept a ride with anyone you do not know.

### At Home

- Keep doors locked at all times, even if you are only away for a few moments. Do not "prop open" doors in the residence halls.
- Be assertive and demand that any unwanted person in your residence leave, or leave yourself. Anyone who refuses to leave is a trespasser. If you live in a residence hall, call FSUPD.
- Make sure hallways, entrances, garages, and grounds are well-lit. Leave porch lights on all night. When you expect to return after dark, leave an interior light on with shades drawn. If you live on campus, report any malfunctioning light.
- Know who is at your door before you open it. Campus staff should carry identification, and no solicitors are allowed on campus. If you live off campus, install a peephole in your front door.
- Make calls for strangers who want to use your phone. Don't open your door or let them in.
- List initials and last name only on your mailbox or door and in the telephone book.
- Get to know your neighbors. If you live off campus, join a neighborhood watch system and share information on suspicious circumstances.

### Away from Home

- Walk or jog with a friend. Avoid jogging after dark. If you must, stay in well-lit areas; walk midway between curbs and buildings and away from alleys and bushes.
- Don't stop for stranded motorists. You are of greater help to them by calling the police.
- Keep valuables in the trunk of your vehicle, not on the seats.
- Park your car in well-lit areas.
- Remove all keys from your vehicle. Thieves look for keys. Walk with your keys in your hand.
- Tell someone where you are going and when you will return.
- Don't fight back if your purse or wallet is snatched. Turn it over to the thief rather than risk personal injury, and call the police immediately.

- Be careful about when and where you patronize Automatic Teller Machines (ATM). Accessing ATM cash in remote locations, particularly after nightfall, could expose you to risk of robbery and personal injury
- Avoid working or studying alone in a public-access building at night

#### If you have a disability

- Be on the defensive; use SAFE Connection at night (644-SAFE).
- Use reflective tape on wheelchairs or other mobility aids.
- Report any hazardous conditions to Student Disability Resource Center at 644-9566 (Voice or TDD)
- Use designated sidewalks. If you have a visual impairment, be sure to get thorough orientation. If unsure about hazards, please ask. Remember to use your cane properly.

#### Play it Safe



Cyclists are reminded that in Florida, a bicycle is legally defined as a vehicle. Bicyclists have the same rights to the roadways, and must obey the same traffic laws as other vehicles. At FSU, cyclists may legally ride on sidewalks, provided that pedestrians are given the right of way and that an audible signal is given before overtaking and passing pedestrians. Wear a helmet when riding – nearly 75% of all bicycle related deaths are the result of head injuries. A bicycle operated between sunset and sunrise must be equipped with a lamp on the front exhibiting a white light visible from 500 feet to the front and both a red reflector and a lamp on the rear exhibiting a red light visible from 600 feet to the rear. Observe all traffic laws that you would observe in a motor vehicle. Bicycles may not be parked where they impede pedestrian or vehicular traffic. **Do not park bikes on railings, stairwells, or handicap access ramps.**

#### In an elevator

Press the alarm button if the elevator becomes impaired while in operation. Police will respond as quickly as possible. Remain inside until help arrives. Only trained elevator personnel are authorized to remove trapped occupants. No one else should attempt to release them or to force elevator doors open.

#### Protect Yourself from Identity Theft

Identity theft is one of the fastest growing and most personally devastating crimes in the country. The Federal Trade Commission and the Consumer Sentinel Network reported in 2012 nearly 1.4 million fraud and identity theft complaints. What, exactly, is identity theft? It is the theft of your good name and credit that occurs when a criminal co-opts your name, Social Security number, credit card number or some other piece of personal information. Once "armed" with this information, identity thieves can open new credit accounts, obtain cellular phone service, or open a new checking account – all without your knowledge! You may not know this has happened for months – until you start getting bills about which you know nothing!

Here are some tips to help prevent this type of theft:

- ✦ Take your credit card receipts with you—never toss them into a public container.
- ✦ Do not allow your financial institution to print your social security number on your checks.
- ✦ Safeguard your credit, debit, and ATM card receipts.
- ✦ Do not carry extra credit cards, your Social Security Card, birth certificate, or passport in your wallet or purse unless absolutely necessary.
- ✦ Reconcile your check and credit statements in a timely manner

## **SAFETY PROGRAMS AT FLORIDA STATE**



### **FSU Guardian**

*Turn your phone into a personal safety device – download the free Rave Guardian safety app*

FSU Guardian is a free personal safety service that is available to anyone with a valid FSU ID. FSU Guardian allows you to rapidly provide information about yourself to the FSUPD during an emergency. By building a personal profile, information about you can be immediately accessed by FSUPD dispatchers should you call from a registered cell phone. FSU Guardian can also provide police with GPS coordinates from your phone (if available), which can decrease response time and allow first responders to locate you should you not be able to give them your location. FSU Guardian allows you to set a timer from your phone when going from one location to another. If your timer expires, FSUPD will be notified and respond accordingly. FSU Guardian allows for GPS tracking to be activated on your phone if available. If you need immediate assistance, but are unable to give your location, FSU Guardian helps FSUPD and emergency responders locate you. Your location is never visible to FSUPD unless you call 9-1-1, (850) 644-1234, or your security timer expires.

Go to [FSU Guardian](#) for more information and to download the free Rave Guardian safety app.

### **SeminoleSAFE Mobile App**

Stay Aware, Safe and Secure with the SeminoleSAFE Mobile App. The SeminoleSAFE app is your official mobile safety tool from Florida State University. It is built from a collaboration of multiple campus entities including FSU Police, Emergency Management, Dean of Students, University Health Services, Student Counseling Center, Environmental Health & Safety, Housing, Athletics, Facilities and many more.

Regardless if you are student, faculty, staff, alumni, sports fanatic or a friendly neighbor, SeminoleSAFE has something for you! We've worked hard to make SeminoleSAFE a valuable tool you'll want to use daily to make your life safer and easier. Go to [SeminoleSAFE App](#) for more information to download the free SeminoleSAFE app.

### **Student Rights and Responsibilities Office**

As part of the Dean of Students Department, the Office of Student Rights and Responsibilities implements and enforces the FSU Student Conduct Code. Through the student judicial process, students charged with violations of the Student Conduct Code are

informed of their rights, held responsible for behavior that adversely affects the university community, and ultimately guided in making better decisions about their conduct. This office is also responsible for dealing with violations involving student organizations. For information, call (850)644-5136.

### **RAD (Rape Aggression Defense)**

RAD is a self-defense program for women designed to “develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked.” Contact Officer Freddie Kinard at (850) 770-2226 or visit the FSUPD crime prevention page: [Crime Prevention RAD Training](#)

### **Victim Advocate Program**

A victim advocate is available 24 hours a day to respond to the needs of victims of crimes, including victims of sexual battery. Advocates offer emotional support practical assistance (such as contacting professors when requested), and necessary referrals (to counseling, legal aid, medical attention, etc.). Whenever possible, the University will assist student victims in rearranging class schedules and room assignments if requested. The goal of the program is to help students cope with their victimization and continue to have a rewarding college experience. The Victim Advocate is available through the Panama City Police Department and can be contacted at through 850-872-3100.

### **FSU kNOw MORE**

The kNOw MORE sexual violence prevention initiative is about action, education, and the continuum of care for our students, faculty, and staff. This is a one stop location for resources available to students, faculty, staff, family members and community members to obtain the needed resources related to sexual violence. The resources are available at <https://knowmore.fsu.edu/>.

### **Clery Crime Statistics**

Crime statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are for your information. These statistics are compiled and released annually by the Florida State University Police Department. The totals represent the compilation of all designated Clery Act crimes reported to campus law enforcement officials, Campus Security Authorities (CSAs) and other law enforcement agencies. For Clery Act reporting purposes, CSAs are Florida State University officials who have significant responsibility for student and campus activities, including, but not limited to, student activities, student housing, student athletics, and student judicial and discipline proceedings.

## **Clery Designated Crime Definitions**

**Murder/Non-Negligent Manslaughter:** *the willful (non-negligent) killing of one human being by another and include any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.*

**Negligent Manslaughter:** *the killing of another person through gross negligence. Any death caused by the gross negligence of another. In other words, it is something a reasonable and prudent person would not do.*

**Sex offenses:** *any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent and include:*

**Rape** - *The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*

**Fondling** - *the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.*

**Incest** - *sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

**Statutory Rape** - *sexual intercourse with a person who is under statutory age of consent.*

**Robbery:** *the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.*

**Aggravated Assault:** *an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.*

**Burglary:** *the unlawful entry of a structure with the intent to commit a felony or theft.*

**Motor Vehicle Theft:** *theft or attempted theft of a motor vehicle.*

**Arson:** *any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.*

**Domestic Violence:** *includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or*



*by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred*

**Dating Violence:** *means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.*

**Stalking:** *engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.*

**Liquor Law Violations:** *the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.*

**Drug Law Violations:** *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.*

**Illegal Weapons Possession:** *the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.*

**Hate Crime:** *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.*

**Bias:** *a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity.*

*Hate crimes are also counted when reported in conjunction with the following crimes:*

**Larceny-Theft:** *the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.*

**Simple assault:** *an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.*

**Intimidation:** *to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.*

**Vandalism or destruction of property:** *to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.*

### **Crime Statistics Location Definitions**

#### ***On Campus***

Any Building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purposes. University residence halls are included with this definition. Any building or property that is within or reasonably contiguous to the areas described above that supports University purposes and that is: owned by the University, but controlled by another person or entity; or is frequently used by students.

#### ***Residence Halls/Facilities***

Residential facilities for students on campus is a subset of the On Campus Category. Statistics from this category are repeated in the On Campus column. The Panama City campus does not have any residence halls/facilities on campus.

#### ***Non Campus Buildings or Property***

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

#### ***Public Property***

All public property, including thoroughfares, streets and sidewalks that is within the campus or immediately adjacent to and accessible from the campus.

## CRIME STATISTICS 2017 - 2019

### Crimes Reported To FSU Police (Panama City Campus) 2017 - 2019

The following statistics are gathered from our records management system which reflects what is reported and/or generated by our agency and then reviewed to determine what sub-category to place the crime in.

OFFENSES (including attempts)	Campus Building or Property						Non-Campus Building or Property			On Public Property			Total Crimes Reported		
	2017		2018		2019		2017	2018	2019	2017	2018	2019	2017	2018	2019
	Tot	Res	Tot	Res	Tot	Res	Tot	Tot	Tot	Tot	Tot	Tot	TOTAL	TOTAL	TOTAL
Murder	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Manslaughter	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Rape	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Fondling	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Incest	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Statutory Rape	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Robbery	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Burglary	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Arson	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Domestic Violence	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Dating Violence	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Stalking	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0

Res = Residence Hall ("n/a" is listed because there are not any residence halls on the Panama City Campus)

### Unfounded Clery Crimes 2017 - 2019

The following are Clery Crimes reported to FSUPD that were determined to be "unfounded" after investigation and are not included in the above chart.

UNFOUNDED OFFENSES (including attempts)	ON-CAMPUS BUILDING OR PROPERTY						NON-CAMPUS BUILDING OR PROPERTY			ON PUBLIC PROPERTY			TOTAL UNFOUNDED CRIMES REPORTED		
	2017		2018		2019		2017	2018	2019	2017	2018	2019	2017	2018	2019
	Total	Res	Total	Res	Total	Res	Total	Total	Total	Total	Total	Total	Total	Total	Total
Murder	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Manslaughter	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Rape	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Fondling	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Incest	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Statutory Rape	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Robbery	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Burglary	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Arson	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Domestic Violence	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Dating Violence	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Stalking	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0

**Number of Arrests / Referrals for Select Offenses by the FSU Police Department (Panama City Campus) and the Number of Referrals for Select Offenses by Other University Officials 2017 - 2019**

\*The following statistics are gathered from the FSUPD records management system which reflects what is reported and/or generated by our agency and then reviewed to determine what sub-category to place the crime in. Statistics are also requested from other law enforcement agencies having jurisdiction in the Clery geography. Referrals are reported mostly by Housing and Student Rights and Responsibilities\*

OFFENSES	Campus Building or Property						Non-Campus Building or Property			On Public Property			Total Crimes Reported		
	2017		2018		2019		2017	2018	2019	2017	2018	2019	2017	2018	2019
	Total	Res	Total	Res	Total	Res	Total	Total	Total	Total	Total	TOTAL	TOTAL	TOTAL	
<b>Liquor Law Violations</b>															
ARREST	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
REFERRAL	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
<b>Drug Law Violations</b>															
ARREST	0	n/a	0	n/a	0	n/a	0	0	0	1	0	0	1	0	0
REFERRAL	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
<b>Weapons Law Violations</b>															
ARREST	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
REFERRAL	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0

Res = Residence Hall ("n/a" is listed because there are not any residence halls on the Panama City Campus)

**Crimes Reported by Other University Officials 2017 - 2019**

The following statistics are reported by any other campus security authority at FSU.

OFFENSES (including attempts)	CAMPUS BUILDING OR PROPERTY						Non-Campus Building or Property			On Public Property			TOTAL CRIMES REPORTED		
	2017		2018		2019		2017	2018	2019	2017	2018	2019	2017	2018	2019
	Tot	Res	Tot	Res	Tot	Res	Tot	Tot	Tot	Tot	Tot	TOTAL	TOTAL	TOTAL	
Murder	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Manslaughter	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses*	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Robbery	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Burglary	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Arson	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Domestic Violence	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Dating Violence	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Stalking	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0

Res = Residence Hall ("n/a" is listed because there are not any residence halls on the Panama City Campus)

**Crimes Reported by Other Law Enforcement Agencies with Jurisdiction Over University Controlled Property 2017 - 2019**

OFFENSES (including attempts)	CAMPUS BUILDING OR PROPERTY						Non-Campus Building or Property			On Public Property			TOTAL CRIMES REPORTED		
	2017		2018		2019		2017	2018	2019	2017	2018	2019	2017	2018	2019
	Tot	Res	Tot	Res	Tot	Res	Tot	Tot	Tot	Tot	Tot	TOTAL	TOTAL	TOTAL	
Murder	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Manslaughter	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Robbery	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Burglary	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Arson	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Domestic Violence	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Dating Violence	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0
Stalking	0	n/a	0	n/a	0	n/a	0	0	0	0	0	0	0	0	0

Res = Residence Hall ("n/a" is listed because there are not any residence halls on the Panama City Campus)







Other law enforcement can be contacted for crime records at the following:

Bay County Sheriff's Office: (850) 747-4700

Florida Highway Patrol: (850) 488-8676

Florida Department of Law Enforcement: (850) 410-7140 (Crime Analysis)

Division of Alcoholic Beverages and Tobacco (ABT): (850) 922-9903

Panama City Police Department: (850) 872-3100

## **Daily Crime Log**

The FSU Police Department maintains a combined Daily Crime Log of all incidents reported to them. The FSU Police Department publishes an activity log every day, which is available to members of the press and public. This log identifies the type, locations, and time of each criminal incident reported. Upon request, a copy of any maintained Daily Crime Log will be made available for viewing, within forty-eight hours of notice.

## **Crime Mapping**

Working with over 900 agencies across North America, CrimeReports is the largest online resource for accurate, up-to-date crime information. The CrimeReports network offers a family of affordable, easy-to-use software tools for law enforcement agencies to understand crime trends and share current neighborhood crime data with the public. Community members can access the integrated crime map and receive email crime alerts for free at [www.CrimeReports.com](http://www.CrimeReports.com), empowering them to make informed decisions to help improve the safety of their neighborhood and community. To view the Florida State University Panama City Campus, enter in the location bar: 4750 Collegiate Drive, Panama City, FL. 32405

## **Alcohol & Drugs**

Florida State University has established standards of conduct concerning the possession, sale, serving, and consumption of alcoholic beverages and drugs on the Florida State campus. These policies and rules reflect a concern for the health and safety of the campus community and apply to University faculty, students, staff, visitors, and guests.

State of Florida statutes declare that it is unlawful for any person under 21 years of age to possess or consume alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute or possess alcohol on University properties or as part of any University activity. It is unlawful to sell, give, serve, or permit alcoholic beverages to be served to anyone under 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.

It is unlawful to be under the influence of, use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances, except as where permitted by prescription or law. The FSU Police Department aggressively enforces Florida's impaired driving laws. Never drink and drive. Violations of these laws are dealt with both through the criminal courts and through the Office of Student Rights and Responsibilities. Students found liable are subject not only to criminal prosecution but to administrative sanctions, including permanent expulsion from the University.



Note: The Florida State University Student Handbook and the Schedule of Classes should be consulted for further information.

## **Sexual Misconduct, Sexual/Gender Based Violence**

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others. Source:

<http://policies.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf>

We continue to actively and aggressively provide institution-wide programs and services to educate our students and university community on responsible conduct, the meaning of consent, how to properly report cases of sexual misconduct, and how to hold individuals accountable for their behavior.

If you experience sexual misconduct, FSU wants to assist you. FSU's policies prohibit retaliation for making complaints of sexual misconduct. You have rights and options. Go to [knowmore.fsu.edu](http://knowmore.fsu.edu) or <http://titleix.fsu.edu> for more information.

### **Support Services**

FSU and the local community provide victim advocacy, medical services, mental health services, counseling services, and assistance with legal matters - free of charge. A comprehensive online list of support services on and off campus is available at: [knowmore.fsu.edu](http://knowmore.fsu.edu). The University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and community.

### **Confidential Support on Main Campus**



#### ***FSU Victim Advocate Program***

850-644-7161, 850-644-2277, or 850-645-0086

Nights and Weekends 850-644-1234

FSU Victim Advocates provide support to survivors of sexual violence and other crimes. They are available 24 hours a day, 7 days a week. All Victim Advocate Program services are free and confidential. You don't have to file a police report or University complaint to receive support.

A Victim Advocate can help you by:

- Providing crisis counseling and emotional support.
- Going with you to the hospital or other medical appointments.
- Explaining your reporting options and what to expect when you file a criminal report or University complaint.
- Accompanying you to file criminal charges with the police.
- Assisting you in filing a complaint with the University.

- Serving as your advisor or support person during any proceedings or meetings you have with the University to address the situation.
- Assisting you in obtaining a protective injunction, or University no-contact order.
- Arranging temporary lodging for FSU student survivors when an unsafe condition exists, or lodging for parents who come to provide support to the student during the time of crisis.
- Assisting you in requesting academic accommodations (like class changes), transportation changes, or work accommodations to ensure your safety.
- Referring you to support services on and off campus.

### **Medical Services & Collection of Evidence**

Survivors of sexual violence are encouraged to seek medical attention and an evidence collection exam at the Refuge House SAFE Center or Tallahassee Memorial HealthCare emergency room as soon as possible. A Victim Advocate can accompany you to the facility.

Because physical evidence is extremely important in the prosecution of sexual violence, it is strongly recommended that survivors do not eat, drink, use the restroom, change their clothing, or clean their body prior to evidence collection. However, a survivor can still choose to have an exam if these activities have occurred.

Survivors can seek an evidence collection exam anonymously and do not have to report having the exam to law enforcement or to University administrators. The exam and any associated medical treatment are free. FSU's Victim Advocates are available 24/7 to accompany survivors to the hospital or other medical services.

### **University Health Services**

Even if you decide not to have an evidence collection examination, University Health Services can provide confidential prevention services. The Victim Advocate Program can assist you with getting an appointment within three days.

- Women's Clinic, 850-644-4567
- Medical Director, 850-644-8897

### **Counseling**

Confidential, free, mental health counseling and referrals are available on campus through:

- University Counseling Center (for students), 850-644-2003
- Employee Assistance Program (for employees), 850-644-2288

### **Other Campus Support**

Immigration advising and support for international students.

- Center for Global Engagement: (850) 644-1702

### **Support and resources for LGBT+ students and employees**

- Seminole Allies and SafeZones: (850) 645-0908

## **Reporting Options**

You have the right to file a complaint with the police and with other University Officials at FSU. Reports made to the police and reports made to other University Officials are separate processes, but you can pursue both paths simultaneously.

Victim Advocates are available to help you consider reporting options in a confidential setting. As a survivor, you have the right to:

- Report the crime to police
- Receive assistance from an FSU Victim Advocate in reporting the crime to the police
- Decline to notify the police
- Report the crime to University officials, whether or not you choose to notify the police.

You may pursue both a criminal investigation with the police and a University sexual misconduct complaint investigation, as different options are available through each process.

## ***Reporting to Police***

Call 9•1•1. Your call will automatically be routed to the proper law enforcement agency: University Police on campus, Panama City Police in the city, Bay County Sheriff's Office in the county.

If you wish to pursue criminal action, you should contact the police as soon as possible and preserve any physical evidence.

- ✓ Try to remain calm and alert.
- ✓ Stay on the phone with the dispatcher as long as you are needed.
- ✓ Do not change your clothing.
- ✓ Do not clean your body or your clothes.
- ✓ Do not disturb or alter the crime scene.

*The preservation of physical evidence may be critical for successful prosecution of the offender*

## ***University Reporting***

There are many ways you can make a university report. You can make a sexual misconduct/gender based violence complaint to the University by bringing the matter to the attention of any of the following (verbally or in writing):

- University's Title IX Director, 850-644-6271;
- University Title IX Deputy Coordinator, 850-644-8082;
- Dean of Student's Office, 850-644-2428;
- Office of Equal Opportunity and Compliance, 850-645-6519;
- Office of Faculty Development and Advancement, 850-644-6876;
- Center for Leadership & Social Change, 850-644-3342;
- Office of Human Resources, 850-644-6034;
- A student's school or college dean;
- An employee's immediate or higher-level supervisor, or
- FSU EthicsPoint Hotline,(the University's anonymous reporting hotline, (855-231-7511.

## **Online Reporting**

Student, faculty and staff may also make an online report through the Title IX Office at <http://titleix.fsu.edu/>.

## **FSU's Complaint Process**

Regardless of to whom the report is made, the Title IX Director or designee investigates reports against students and the Dean of Students Department (DOS) adjudicates reports against students, while the Office of Equal Opportunity and Compliance (EOC) handles reports against anyone else (faculty, staff, contractors, visitors, or unknown assailants).

The procedures for reports against students are found in the Sex Discrimination and Sexual Misconduct Policy at: [Sex Discrimination and Sexual Misconduct](#)

The EOC's reporting procedures are found in the Sex Discrimination and Sexual Misconduct Policy at: [Sex Discrimination and Sexual Misconduct](#)

When the University receives a complaint of sexual misconduct, it will perform a prompt, fair, and impartial investigation using a preponderance of the evidence standard. If, at the conclusion of the investigation, the evidence establishes that it is more likely than not that sexual misconduct/gender based violence occurred, a violation will be found. Complaint proceedings are conducted by hearing panel members who receive annual training. Both the reporting party and the responding party have the right to be accompanied to all meetings and complaint proceedings by an advisor of their choice. The reporting party and the responding party will receive simultaneous, written notification of the outcome of the investigation/proceeding.

### ***Off-Campus Incidents***

Even if the sexual violence occurred off campus, FSU's Victim Advocate Program can provide survivors with assistance. If the person that harmed you off campus was a member of the FSU Community, you can still make a complaint to the University against the individual.

### ***Sanctions***

When an investigation establishes that sexual misconduct/gender based violence has occurred, FSU will take prompt steps to end the misconduct, prevent its recurrence, and correct the effects on the survivors. Disciplinary action will vary based on the severity of the misconduct, but it can include, separation from University programs, termination from University employment, or exclusion from campus. As a student, you are subject to University judicial proceedings that may result in permanent expulsion from Florida State University. In addition, for incidents involving a criminal act, you are subject to arrest, incarceration, and prosecution through the state courts.

### ***Interim Assistance & Protection Orders***

When the survivor requests assistance, the University will provide reasonably available interim measures after sexual misconduct and/or while a complaint is being reviewed and investigated to protect the safety of the reporting individuals, and the campus community, and to prevent retaliation. Examples of interim measures include:

- Issuing no contact orders between individuals involved
- Making temporary accommodations regarding work locations, residence hall assignments, class or work schedules, or transportation; and providing counseling.

The University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures.

You do not have to make a police report or a formal University complaint to get reasonably available interim measures, but you do need to let the University know what you need. The Victim Advocate Program can help you request these accommodations.

If a survivor wants to pursue an order of protection (protective order) through the legal system, the FSU Victim Advocate Program can provide information on the process. If an individual violates an order of protection (or comparable protective/restraining order) on campus, the FSU Police Department will assist with enforcement of the order when they are notified of the situation and the existence of the order is established.

### **Confidentiality**

If you want to discuss sexual misconduct issues on a completely confidential basis, you should speak with confidential counselors at the following on campus offices, who can maintain confidentiality (there are some exceptions to confidentiality, e.g., harm to yourself or others, child abuse, elder abuse or abuse of the disabled):

- The FSU Victim Advocate Program: (for all crime victims)
- University Counseling Center: (for students)
- Employee Assistance Program: (for employees)

Staff members in those offices are available to help free of charge and can be seen on an emergency basis. To find a confidential counselor off campus, contact the Refuge House at (850) 681-2111 or 211-Big Bend at 211.

Most University employees, including faculty, supervisors, resident assistants, deans, department chairs, academic advisors, and coaches, are required to report sexual misconduct concerns to University Title IX administrators, even if the survivor asks them not to. If you aren't sure whether the person you are talking to can keep your concerns completely confidential, ask them before you discuss your situation with them.

After consulting with a confidential source, you may decide to take no further action or to make a complaint. This is your decision. Because of the confidential nature of the counselor/counselee relationship, seeking advice from a confidential source does not constitute reporting an incident of sexual misconduct or gender based violence to the University.

FSU makes every reasonable effort to handle inquiries, complaints, and investigations in a manner that protects the privacy of all parties. While the University cannot promise complete anonymity in its handling of sexual misconduct complaints, each situation is

resolved as discreetly as possible, with information shared only with those who need to know to adequately investigate and resolve the matter. FSU will prioritize confidentiality of survivors in its record-keeping and will respond to public records request without including identifying information about the survivor, to the extent permitted by law.

In limited circumstances, the University may be able to address your concerns and stop the offending behavior without revealing your identity to the alleged harasser. However, this is not always possible. Individuals accused of sexual misconduct/gender based violence are provided with the level of detail about the allegations necessary to allow them a fair opportunity to respond. That level of detail varies depending on the circumstances of the incident, but usually includes the identity of the reporting individual.

In its investigation, the University will be respectful, sensitive, and fair to the person who reported the misconduct and the person accused. Nevertheless, FSU has a compelling interest to address allegations of sexual misconduct brought to its attention. As a result, the University reserves the right to take appropriate action, even in cases when the survivor does not want further action.

### **Victim Rights When the Accused is a Student**

Sexual misconduct/gender based violence complaints against students should be submitted to the Dean of Students Department's Office of Student Rights and Responsibilities and will be resolved through the procedures in the Student Code of Conduct. Your rights during this process are:

- To be treated with respect and dignity.
- To be informed of available options for resolution under the Student Code of Conduct.
- To be informed of campus resources and support services, including, but not limited to the Victim Advocate Program.
- To have unrelated past behavior excluded from the hearing. The past sexual history of the reporting party is not relevant, unless deemed essential by the hearing body to protect fundamental due process.
- To attend an information session, during which time the reporting individual can view all materials related to the case and receive instruction regarding the disciplinary process and the responding student's and reporting student's rights.
- To have an advisor accompany you when presenting information to the hearing body and to any other relevant meetings held throughout the disciplinary process.
- To present evidence including presenting witnesses and/or signed written statements, as well as other relevant reports and documentary evidence.
- To question the charged student and witnesses during the hearing.
- To submit an impact statement to the Office of Student Rights and Responsibilities or University Housing.
- To request to testify in a separate room from the responding student as long as the process does not unduly compromise the responding student's fundamental due process right to question the witness.
- To request to be present throughout the entire hearing, or portions thereof.

- To be notified of the status and outcome of the student conduct code process at the first hearing level and final appeal to the extent that the outcome directly relates to the reporting individual and the notification does not violate the privacy rights of the responding student.
- To appeal any first-level decision, provided that one or more of the reasons for appeal is relevant to the case.

### **Victim Rights When the Accused is an Employee**

Sexual Misconduct complaints against employees are handled by the Office of Equal Opportunity and Compliance in Human Resources (EOC). Complaints can be initiated by submitting a detailed verbal or written statement of the incident to the EOC. The EOC's formal complaint form is located at:  
[compliance.hr.fsu.edu/forms/DiscriminationComplaintForm\\_fill.pdf](http://compliance.hr.fsu.edu/forms/DiscriminationComplaintForm_fill.pdf)

Your rights during the EOC complaint process are:

- To be treated with respect and dignity.
- To be informed of available options for resolution under the EOC's procedures.
- To be informed of campus resources and support services.
- To request reasonable interim measures to ensure your safety while a complaint is investigated. (The EOC will determine whether the request can be granted after consultation with the Title IX Director or University Counsel, as appropriate.)
- To be accompanied to all meetings by an advisor of your choice. The advisor may not speak for you.
- To submit a written complaint, supporting documents, and other relevant evidence.
- To propose witnesses (the EOC will determine whether or not a proposed witness will be interviewed).
- To receive a prompt, thorough, and impartial investigation of your complaint.
- To participate in an intake interview with the EOC and review your interview notes.
- To be kept informed of the status of your case throughout the process upon request.
- To be kept informed of the status of your case throughout the process upon request.
- To be kept informed of the status of your case throughout the process upon request.
- To be notified of the outcome of your case in writing.
- To make a written records request to the EOC for a copy of the Investigative Summary of the case, once the case has been closed.

### **Victim Rights in Criminal Proceedings**

Victim rights in the Florida criminal system are explained in Chapter 960 of the Florida Statutes.

## **Healing**

Sexual violence is a traumatic crime with many short- and long-term impacts on emotional, physical, and psychological well-being. Recognize that healing takes time and seek out support and counseling. Victim Advocates at FSU are ready to assist you. Consider joining a survivor support group at the University Counseling Center.

## **Definitions:**

**Rape and sexual battery (sexual assault):** are all defined under Florida law as the oral, anal, or vaginal penetration by, or union with (touching), the sexual organ of another or the anal or vaginal penetration of another by any other object, without consent.

**Consent:** Consent to sexual activity must be: knowing, intelligent, unambiguous, and voluntary. Consent is active, not passive. This means there must be clear and willing participation, through words or actions, for each sexual act. Submission to sexual activity that is the result of force, coercion, or threats is not valid consent.

- 1) Consent to one type of sexual activity does not imply consent to other types of sexual contact. There must be consent at every stage of the sexual encounter.
- 2) Past consent to sexual activity does not imply consent to future sexual activity.
- 3) Consent can be withdrawn at any time, including in the middle of a sexual encounter, if the withdrawal of consent is clearly indicated by words or actions.

Individuals who are incapacitated by voluntary or involuntary alcohol or drug use (legal, illegal, or prescription); asleep; unconscious; mentally impaired by disease or illness; or under 18 years old cannot give consent to sex (no matter what they say or do). If there is any question regarding whether a person may be incapacitated, do not engage in any type of sexual activity with that person.

**Domestic violence:** Assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another. It includes hurtful, repeated and intentional behavior that one person uses to maintain power and control over another in an intimate relationship. The behavior can manifest as abuse that is verbal, emotional, psychological, physical, or sexual. Behaviors may include, but are not limited to: threats, name-calling, put-downs, isolation, withholding of money, physical harm, and sexual assault.

Family/household members are spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

**Dating violence:** Violence between an individual who is or recently has been in a continuing and significant relationship of a romantic or sexual nature and the other party. It includes hurtful, repeated and intentional behavior that one person uses to maintain power and control over another in an intimate relationship. The behavior can manifest as abuse



that is verbal, emotional, psychological, physical, or sexual. Behaviors may include, but are not limited to: threats, name-calling, put-downs, isolation, withholding of money, physical harm, and sexual assault.

**Stalking:** Stalking involves an intentional course of conduct repeated over a period of time. Under Florida law, stalking is willfully, maliciously, and repeatedly following, harassing, or cyberstalking another person. Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Stalking can involve: following a person; appearing at the person's home, class or work; frequently calling, texting, emailing, or electronically chatting; leaving written messages or objects; vandalizing a person's property.

### **Sexual Harassment**

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by Florida State University, whether by faculty, students, or staff or by others while on property owned by or under the control of the University. The Office of Equal Opportunity and Compliance (EOC) is charged with receiving and investigating sexual harassment complaints as set forth in this policy and shall maintain the records pertaining thereto. For a definition of Sexual Harassment, examples and a full explanation of the policies and procedure assorted with the University's Sex Discrimination and Sexual Harassment Policy: [Sex Discrimination and Sexual Misconduct](#)

### **Reporting Party**

An individual who reports to a non-confidential source that they have experienced/are experiencing Sex Discrimination, Sexual Misconduct, Retaliation, or Complicity. The Reporting Party is the individual who files a Report or on whose behalf a Report is filed.

### **Responding Party**

An individual who has been accused of violating the University's Sex Discrimination and Sexual Misconduct Policy.

**Where to Go for Help:** Any member of the university community may report sexual harassment to The Office of Equal Opportunity and Compliance, 6200 University Center A, (850) 645-6519. Staff is also available in the following offices to assist victims of sexual harassment: A student victim may report to Dean of Students Department, 4322 University Center A, (850) 644-2428; a faculty victim may report to the Office of Faculty Development and Advancement, 314 Westcott Building, (850) 644-6876; an A&P, USPS or OPS victim may report to Human Resources, 6200 University Center A, (850) 645-6519. Florida State University's Office Equal Opportunity and Compliance (EOC) is responsible for advancing and monitoring the University's Equal Employment Opportunity (EEO), Affirmative Action (AA), Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) policies, procedures, programs and initiatives and initiatives.

## **University Student Judicial Action**

The Office of Student Rights and Responsibilities, Division of Student Affairs, coordinates all student conduct proceedings involving sexual misconduct of students.

The University will make every reasonable effort to ensure that the investigation and resolution of a report or Complaint occurs in as timely and efficient a manner as possible. The University's investigation and resolution of a Complaint (not including an appeal, if applicable) generally will be completed within 60 calendar days of the receipt of the Complaint, absent extenuating circumstances. Throughout the investigation, the alleged victim and the Respondent will receive periodic status updates, and notice of any timing extensions, from the Title IX Director or designee. Prior to the case being referred to the Office of Student Rights and Responsibilities, any party may request an extension of any deadline by providing the Director of Student Rights and Responsibilities, or designee with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The Director of Student Rights and Responsibilities or designee may modify any deadline contained in this Policy as necessary and for good cause.

Students charged with violations of the Student Conduct Code will be given adequate notice of the charges and allegations against them, and be provided an opportunity to address these charges during a hearing. The Reporting Party of a sexual misconduct matter may be asked to provide testimony at these proceedings, and are allowed to submit input into the sanctions imposed should the Responding Party be found responsible for a Student Conduct Code violation. In cases where the Responding Party's conduct poses a threat to the University community, the University may choose to impose any of the following actions to ensure the safety of students and staff:

- Issuing no-contact orders to prevent any contact among the Reporting Party, Responding Party, witnesses, and/or third parties;
- Changing a Reporting Party's or Responding Party's on-campus housing, if any, to a different location and providing assistance from University personnel in completing the relocation;
- Changing a Reporting Party's or a Responding Party's assigned dining facilities;
- Changing work arrangements or schedules;
- Changing academic schedules (such as moving the Reporting Party or the Responding Party from one class section to another);
- Arranging for the Reporting Party to withdraw from or take an incomplete in a class without penalty;
- Providing academic support services (e.g., tutoring);
- Providing emotional and physical support services.
- Placing a Responding Party on an immediate suspension until a hearing can be convened to determine the facts of the case.

Both the Reporting Party and Responding Party are allowed to be accompanied by an advisor of their choice during the proceedings, and will be informed of the final outcome of any campus disciplinary hearing. The standard of evidence used in a student conduct hearing is "Preponderance of the Information." Preponderance of the information means that the information, as a whole, shows that the fact sought to be proved is more probable

than not. Students found responsible for violations of sexual misconduct will be sanctioned according to the options outlined in the Student Conduct Code. This can include suspension, dismissal, or expulsion from the University. University student conduct proceedings may be held in instances involving sexual misconduct even when formal state charges are not brought. Complete information on the University student conduct process can be found in the Student Conduct Code Handbook.

### **Notifications**

All first-level student conduct recommended decisions will be communicated in writing to the Responding Party and will include the findings of fact, determination of responsibility, sanctions (if applicable), and notice of appellate rights. A Reporting Party will be notified of the status and outcome of the student conduct process for the first-level hearing and the outcome of any appellate process to the extent that the outcome directly relates to the Reporting Party and the notification does not violate the privacy rights of the Responding Party. The appeals process is outlined in the Student Conduct Code. [Student Code of Conduct](#)

The written notice given to any **Responding Party** student will include the following:

- Sufficient detail to prepare a defense (including source of information, alleged violation, and specific Student Conduct Code charges).
- An invitation to attend an information session, during which the student may view all materials related to the case, receive instruction regarding the student conduct process and the student's rights, and confirm the forum in which the case will be heard.
- Notice of a formal hearing will occur at least five (5) class days prior to the hearing of the case. Informal hearings will be scheduled at the convenience of the charged student and the hearing body.

### **Notice given to Reporting Party**

To attend an information session, during which time the Reporting Party can view all materials related to the case and receive instruction regarding the disciplinary process and the Responding Party's and Reporting Party's rights. The University shall provide notice to the Reporting Party of these rights at least five (5) class days prior to a student conduct hearing.

### **Sanctions**

In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions (with or without appropriate modifications) may be imposed upon any individual student found to have violated the Student Conduct Code. Certain sanctions may result in a financial cost to the student. If a student does not complete a sanction by the required deadline, a hold may be placed on the student's record. Decisions regarding falsification of admission or readmission information may be forwarded to the appropriate office for review of the application and appropriate action regarding admission.

1. Reprimand (written or verbal)

2. Service Hours - Completion of tasks under the supervision of a University department or outside agency.
3. Educational Activities - Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.
4. Counseling Assessment - Referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.
5. Restitution - Only in cases involving University property. Restitution must be submitted to the appropriate University department in a manner that is approved by that University department.
6. Conduct Probation - A period of time during which any further violations of the Student Conduct Code may result in more serious sanctions being imposed. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, entrance into University residence halls or other areas of campus, or contact with another specified person(s).
7. Disciplinary Probation - A period of time during which any further violation of the Student Conduct Code puts the student's status with the University in jeopardy. If the student is found "responsible" for another violation of the Code during the period of Disciplinary Probation, serious consideration will be given to imposing a sanction of Suspension, Dismissal, or Expulsion from the University. Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to, participation in University or student activities, representation of the University on athletic teams or in other leadership positions, entrance into University residence halls or other areas of campus,
8. Change in University Housing assignment.
9. Exclusion (either temporary or permanent) from University Housing.
10. Suspension - Separation from the University for a specified period, not to exceed two (2) years. This may include restricted access to campus and/or other specified activities.
11. Dismissal - Separation from the University for at least two years and up to seven years. Readmission is possible but not guaranteed and will only be considered after the two to seven year time allotted from the effective date of the dismissal, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee. This may include restricted access to campus and/or other specified activities.
12. Expulsion - Separation from the University without the possibility of readmission. This may include restricted access to campus and/or other specified activities.
13. Withholding of diplomas, transcripts, or other records.
14. Transcript Notations - a written notation indicating that student conduct action was taken. This sanction may be applied only in cases in which the student has been permanently separated (i.e., expelled) from the University.
15. Restrictions on contact with specified people.
  - a. Source: <https://dos.fsu.edu/srr/conduct-codes/student-conduct-code>

The University will, upon written request, disclose to an alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University. In cases where the alleged victim is deceased as

result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

The University will provide both the Reporting Party and the Responding Party written notification of the result of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

**Training:**

Every academic year, the Office of Student Rights and Responsibilities trains new student board members, faculty, and staff to hear student conduct code cases. The training includes effective questioning techniques and how to appropriately adjudicate a case (see Student Conduct Training manuals). In addition, separate large trainings are conducted as needed (when pool of trained members has lessened) regarding cases involving sexual misconduct. This training involves presentations from the Office of General Counsel, Victim Advocate, SRR staff, as well as input from experienced faculty and staff hearing officers. Refer to the PowerPoint presentation slides from General Counsel and VAP staff. Individual 1:1 trainings and small group trainings are also provided to board members and hearing officers as needed.



# FLORIDA STATE UNIVERSITY

## TITLE IX STATEMENT

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

FSU does not discriminate on the basis of sex/gender in education programs and activities, and, as a recipient of Federal financial assistance for education activities, is required by Title IX to ensure that all of its education programs and activities do not discriminate in such a manner. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Additionally, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. FLA. STAT.

§ 1000.05 (2012). Furthermore, this commitment is reaffirmed in FSU's [Sex Discrimination and Sexual Misconduct Policy](#), which is applicable to all faculty, staff, students, visitors, applicants, and contractors.

The University's Title IX Director is responsible for overseeing the development of sexual misconduct policies, ensuring compliance with Title IX and relevant federal and state regulations, and investigating Title IX complaints alleging **student** sexual misconduct. The Human Resources Deputy Coordinator will oversee investigations of sexual misconduct by **employees and third parties**. The Athletics Deputy Coordinator will accept Title IX incident reports to forward to the Title IX Director, and will ensure athletics equity compliance. The FSUS Deputy Coordinator will oversee investigations of sexual misconduct by **K-12 students**. Questions regarding Title IX, as well as concerns about and complaints of non-compliance (including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct), should be directed to the Title IX Director or a Title IX Deputy Coordinator.

### Title IX Director:

Mandy Hambleton  
408-H Westcott Building  
Tallahassee, FL 32306-1310  
[mhambleton@fsu.edu](mailto:mhambleton@fsu.edu)  
(850) 644-6271

### Title IX Deputy Coordinators:

Employees & 3<sup>rd</sup> Parties:  
Amber Wagner,  
Deputy Coordinator  
HR Administrator  
Office of Equal  
Opportunity &  
Compliance  
A6200 University Center,  
Tallahassee, FL 32306-  
2410  
[amwagner@fsu.edu](mailto:amwagner@fsu.edu)  
(850) 645-1458

Athletics:  
Vanessa Fuchs,  
Deputy Coordinator  
Sr. Assoc Athletics  
Director,  
Athletics Admin  
D4200 University  
Center,  
Tallahassee, FL 32306-  
2343  
[vfuchs@fsu.edu](mailto:vfuchs@fsu.edu)  
(850) 644-4933

Florida State University  
School  
(FSUS):  
Megan Brink  
Deputy Coordinator  
3000 School House  
Road  
Tallahassee, FL 32311  
[mbrink@fsu.edu](mailto:mbrink@fsu.edu)  
(850) 245-3894

Complaints will be addressed following the University's discrimination complaint procedures, [Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy and Procedures](#) and the [Student Conduct Code](#). Some acts of sexual misconduct may also constitute violations of criminal law and require mandatory reporting to the FSU Police Department, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, refer to the University's Sex Discrimination and Sexual Misconduct Policy and contact the FSU Police Department at (850) 644-1234. Questions about the application of Title IX may also be directed to the Office for Civil Rights, US Department of Education.

### **Title IX Frequently Asked Questions**

For an expanded explanation of each answer, please follow the link.

#### **What is Sexual Misconduct?**

An umbrella term used to refer to a broad range of sexually inappropriate behaviors prohibited by Florida State University Policy. Sexual Misconduct includes all forms of non-consensual sexual activity and unwelcome sexual conduct including: sexual violence (rape/sexual battery/sexual assault); relationship violence (domestic violence and dating violence); stalking; sex- and gender-based discrimination (including gender identity, gender expression, and sexual orientation); sexual harassment; and other forms of sexually exploitative behavior. For definitions of sexual misconduct, please see Appendix D of the full [Policy](#).

**Is discrimination based on pregnancy or parental status a type of sex discrimination?** Yes.

Additionally, reasonable pregnancy and parental accommodations may be available, upon request. For information contact the [Office of Equal Opportunity and Compliance](#).

#### **Who is protected from sexual misconduct under Title IX?**

All University students, employees, and visitors are protected. This protection is regardless of gender, sexual orientation, sexual identity, race, religion, national origin, and any other protected group status. Students from elementary to graduate school are protected, regardless of full- or part-time or online status.

#### **What is Consent?**

Consent is active and ongoing, it is not passive or static! (See Appendix D of the [Policy](#) for the full definition) Consent includes:

- asking the question,
- of a capable person,
  - **NOTE:** A capable person is someone who is not incapacitated. An individual can be incapacitated by drugs, alcohol, illness, or mental impairment/disability. People who are asleep or unconscious are always incapacitated.
- with adequate disclosure and,
- without coercion.
- **Consent can be withdrawn at any time.**
- Prior consent does not mean future consent.

### **How do I get confidential support?**

You can seek confidential support from the University's [Victim Advocate Program](#), [University Counseling Center](#), [Employee Assistance Program](#), [University Health Center](#), or University affiliated pastoral counselors.

Confidential disclosure does not generate a Title IX report or criminal report, unless the disclosing party specifically requests that a report be filed. Confidential assistance is available any time regardless of when the incident occurred. Additional resources can be found within

Appendix E of the full [Policy](#).

### **How do I file a report?**

Individuals may report information on their own behalf or on behalf of another. A report may be made, verbally or in writing (including online) by bringing the matter to the attention of: Title IX Director; Deputy Title IX Coordinators; FSUPD; or any additional Responsible Employees. There is no time limit for an Affected Party to make a Title IX report, but it may be more difficult to conduct a thorough investigation after an extended period of time. See Section IX of the full [Policy](#).

### **Can I file a report online?**

Yes, via <http://report.fsu.edu> or <http://fsu.ethicspoint.com>.

### **Who MUST report sexual misconduct?**

All Responsible Employees, including but not limited to faculty, adjuncts, staff, graduate assistants, and student employees. You **must** report any student or subordinate disclosure within two business days. You are encouraged to report peer-to-peer (student-to-student or colleague-to-colleague) disclosure, but are not required to do so. When in doubt, report to the Title IX Director; privacy will be maintained within the scope of the law. See Section VIII of the full [Policy](#). Note: Employees and students are encouraged to report peer-to-peer (colleague-to-colleague or student-to-student) disclosure, but are not required to do so.

### **What do I do if a student discloses to me?**

If you are a Responsible Employee, you **must** report to the Title IX Director, Deputy Title IX Coordinators, or Title IX Investigators. If not a Responsible Employee, you should encourage the student to seek support services. See Appendix E of the full [Policy](#).

**What if the student who discloses is a minor (or was a minor when the abuse occurred)?** In addition to reporting to the Title IX Director or designee, any incidents of abuse of a minor must also be reported to the Florida Department of Children and Families (DCF) by every individual who is made aware of the abuse. Under Florida's Protection of Vulnerable Persons Act, **all** Florida residents must personally report any type of child abuse. For more information, please see [Protection of Vulnerable Persons Act Tips](#).



### **What is the difference between a criminal and FSU/FSUS process?**

Individuals have the right to pursue both the criminal and internal University process. They can be pursued independently or simultaneously. We encourage individuals to pursue both. The criminal process is conducted by local law enforcement and the state prosecutor's office. The criminal process can result in incarceration and the evidentiary standard is beyond a reasonable doubt. The internal University investigation is overseen by the University Title IX Director. If appropriate, the University will implement interim measures and University sanctioning; the evidentiary standard is preponderance of the evidence.

### **What happens after a report is made to the Title IX Office?**

The University will take appropriate measures to investigate, eliminate the inappropriate conduct, address its effects, and prevent reoccurrence. Whenever possible the Reporting Party's request to the Title IX Director for confidentiality will be maintained. The request for confidentiality must be made to the Title IX Director or designee. Additional information about what happens after disclosure can be found within Sections VIII-XI of the full [Policy](#).

### **What are the rights of the Reporting Parties and Responding Parties?**

The rights of both parties during the investigation and adjudication process include a fair, impartial and prompt investigation and resolution of the allegations. For more information about Reporting Party's/Responding Party's Rights, see Appendix H and I of the full [Policy](#).

### **What is retaliation?**

Retaliation is any creation of a hostile environment or adverse action threatened or taken against an individual because they:

- make a Report pursuant to this [Policy](#);
- assist another person in making a Report;
- participate in the investigation of such a Report;
- or in good faith and in a reasonable manner opposes conduct that they believe constitutes a violation of this [Policy](#).

### **What do I do if I think someone is retaliating against me?**

Report the retaliation immediately to the Title IX Director, a Deputy Title IX Coordinator, a Title IX Investigator and/or the FSUPD.

### **What could happen if I or someone I know retaliates?**

You, or they, could face a charge of retaliation in addition to any charges of sexual misconduct.

### **What is complicity?**

Complicity is any action or behavior done with the intent of aiding, facilitating, promoting or encouraging the commission of an act of Sex Discrimination or Sexual Misconduct.

**Where can I get more information?**

[Policy & Appendices](#)

[Rights and Resources](#)

[kNOw More Campaign](#)

[FSU's Title IX Website](#)

[Office of Equal Opportunity & Compliance](#)

[FSU Police Department](#)

[Victim Advocate Program](#)

[University Counseling Center](#)

[University Health Services](#)

It is my expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, and trust, free from discrimination, harassment, or retaliation. Behavior that may be considered offensive, demeaning, or degrading to persons or groups will not be tolerated.



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President John Thrasher



# FLORIDA STATE UNIVERSITY

## What Can Bystanders Do to Prevent Sexual Violence?

FSU Human Resources' Office of Equal Opportunity and Compliance ([compliance.hr.fsu.edu](http://compliance.hr.fsu.edu)) Updated 5/15/2014

Most people want to do something when they see the potential for sexual violence or victimization, but don't because of embarrassment (not wanting to make a scene), fear of retaliation, self-doubt, or because they assume someone else will do it for them. Don't let these fears prevent you from acting as a responsible member of your campus community!

You don't have to put yourself in danger or be a hero to help. Most situations leading to sexual violence have bystanders, people who notice the situation occurring and could take action to prevent it beforehand. Here are some simple steps you can take to prevent sexual violence by intervening before it happens.

### The Three D's

#### **Distract**

Ignore the behavior, but create an interruption that separates the target and the person who may be about to commit sexual violence (or keeps them from leaving together). When you have the target alone, ask if he or she is okay, feels safe, or needs help. Offer to call a cab to get the individual home safely.

- *Get the target out of the situation:* Ask her to go to the bathroom with you. Ask him for directions. Say "Hey, I need to talk to you for a minute" or "This party is stupid, let's go."
- *Become a third wheel:* Start a conversation with the couple and don't leave so the target cannot be isolated with a potential attacker.
- *Get the potential attacker out of the situation:* If you see someone who is looking uncomfortable (frowning, looking tense) with the attention they are getting, tell the person making advances that his or her car has just been towed. Or you can step in and ask "What are you doing with my girlfriend/boyfriend" (even if you don't know the target). You can even "accidentally" spill your drink on the person to break up the situation.

#### **Direct**

- *Ask:* If you see someone who looks like they are in trouble, ask if they are ok. If you see a friend or co-worker doing something sketchy, say something.
- *Silent Stare:* Sometimes silence speaks louder than words. A disapproving stare can sometimes disrupt a problematic situation.
- *Show you care:* Approach the harasser as a friend in a caring and non-critical manner. Example: "As your friend I need to tell you that getting someone drunk to have sex isn't cool and could get you in big trouble. Don't do it."
- *Confront the individuals involved:* Express your concerns to the target or the person making advances. Let them know that you are acting in everybody's best interest. Some examples would be, telling the target, "Let's find your friends so they can take you home," or "I'm not letting you go home with a stranger." Make sure both people get home safely.

## Delegate

- *Engage allies:* Consider whether it is better to intervene alone or in a group. Reach out to other bystanders or the friends of the people involved. For example, get someone to find the target's friends and get them to check on him/her while you stay to keep an eye on the situation.
- *Call the authorities:* If things get out of hand or seem dangerous don't hesitate to call the police. You could also ask the bouncer or the host to intervene by saying, "I'm worried about that girl/guy, could you let the person talking to her/him know that she/he is too drunk to go home with."

You can make a difference in ending sexual violence! For more information go to [fsumeasureup.com](http://fsumeasureup.com).

(Thank you to Dr. Dorothy Edwards, University of Kentucky, for the 3 D's.)

## Tips to Prevent Sexual Violence

FSU Human Resources' Office of Equal Opportunity and Compliance ([compliance.hr.fsu.edu](http://compliance.hr.fsu.edu)) Last Updated 5/15/2014

To eliminate sexual violence in our community we need to change our attitudes about these crimes and be clear about our own responsibility to ensure that we are engaging in consensual sexual activity with our partners. The tips below apply to everyone at FSU:

### Step up!

- ✓ Don't blame victims of sexual violence. It is never a victim's fault that another person decided to commit a crime.
- ✓ Don't try to get someone drunk or high enough to agree to sex with you. If your partner's judgment is significantly impaired by drug or alcohol use, their consent to sex is not valid (no matter what they say). On the flip side, do not accept drinks or drugs from people you do not know.

### Talk about it!

- ✓ Don't make any assumptions about sex. Define your limits and make your intentions known to your sexual partners.
- ✓ You don't have a "right" to sexual activity with anyone. If you are interested in proceeding sexually, seek permission and **do not proceed** without an explicit "yes" from your partner.
- ✓ Respect boundaries set by your sexual partners. Consent to one type of sexual activity does not imply consent to any other types of sexual activity.
- ✓ Remember that past sexual activity with someone does not automatically give you permission for future sexual interactions with that person.
- ✓ Consent to sex can be withdrawn at any time, including in the middle of a sexual encounter. Good communication is key!

## Pay Attention!

- ✓ If your partner becomes verbally or physically unresponsive, “frozen,” passes-out, or falls asleep during sex, **STOP** sexual activity immediately. You need conscious and willing consent to sex to proceed.
- ✓ Take care of yourself. Do not depend on others to look out for you, but do look out for your friends.
- ✓ Be aware that excessive alcohol consumption is often associated with sexual violence. Remember that alcohol and drug use are **not** a green light for sex and never excuse engaging in non-consensual sex with another person.
- ✓ Be aware of your surroundings and trust your instincts about dangerous situations. Avoid being alone or isolated with someone you do not trust.
- ✓ Leave with trusted friends. On the other hand, know that the fact that someone agrees to “go to your place” is **not** the same thing as consenting to any type of sexual activity with you.

## Speak up!

- ✓ You have an obligation to your fellow Seminoles to intervene if you see a situation that you feel may lead to sexual victimization. Don’t let anyone “get away” with sexual assault.
- ✓ If someone is being sexually aggressive, possessive, or threatening, get help. Alert your friends, the authorities of the establishment, or the police (call 911).
- ✓ Most rapes are acquaintance rape (aka “date rapes”). Acquaintance rapes frequently involve men and women who conform to traditional, rigid gender roles. As a result, it is important to re-examine sexism in order to prevent rape.
- ✓ Boycott media and challenge assumptions that promote sexual violence.

## Sexual Misconduct Reporting Obligations for Staff and Faculty

FSU Human Resources’ Office of Equal Opportunity and Compliance (compliance.hr.fsu.edu) Updated 7/16/2015

As an employee, you may be the first point of contact for a victim of sexual misconduct. You may also learn of possible sexual misconduct from a source other than the victim. FSU is subject to several reporting laws in this area.

### What to Report

In the following situations you must report:

1. If you become aware that a *student* may be a victim of sexual misconduct.
2. If you become aware that an individual *under your supervision* may be a victim.
3. All incidents of sexual violence (rape, sexual assault, domestic violence, dating violence, or stalking) must be reported to the FSU Police Department.

This includes incidents that you learn of first hand (from the victim), second hand (from anyone else), by witnessing the event, and through other means (media coverage, social networking, or anonymous reports).

## Where to Report

- The University Title IX Director, (850) 644-6271;
- The [Office of Equal Opportunity and Compliance](#) (EOC), (850) 645-6519, if the alleged perpetrator is faculty, staff, visitor, or a contractor; or
- The [Dean of Students Department](#) (DOS), (850) 644-2428, if the alleged perpetrator is a student.
- The [FSU Police Department](#), (850) 644-1234 or 911 on campus, if the incident involves sexual violence.\*

Failure to report in the circumstances described above can lead to disciplinary action for failure to report. When in doubt, err on the side of reporting any incident of sexually inappropriate conduct.

## Who is a “Supervisor”?

The term supervisor is construed broadly. It includes, but is not limited to: residence hall coordinators, graduate research assistants, teaching assistants, lab technicians, principal investigators, athletic coaches, academic advisors, and faculty when interacting in a faculty-student interaction. When in doubt—report.

## Confidentiality

Often a victim will ask you not to tell anyone about the sexual misconduct they disclose to you. Unless you are a “Confidential Source,” a victim’s request for confidentiality does **not** absolve you of your reporting duties to the University offices listed above. If possible, inform the victim that you have a reporting obligation before they reveal their concern to you and let them know where they can discuss the situation with complete confidentiality.

If they reveal sexual misconduct to you before you can counsel them about confidentiality, let them know that you have an obligation to report the incident to university administrators, but that the University handles complaints sensitively and discretely. Information is kept on a “need to know” basis. They can request to proceed confidentially and the University will carefully consider their request. Also let them know that they are protected from any form of retaliation for reporting sexual misconduct.

## Confidential Sources

At FSU, confidential sources include: [Victim Advocates](#), mental health counselors (such as [University Counseling Center](#) and [Employee Assistance Program](#) staff members), medical staff at the Health and Wellness Center, and pastoral counselors. These employees are not subject to the sexual misconduct reporting obligations described above.

## Questions about Reporting?

Call the Office of Equal Opportunity and Compliance at 850-645-6519.

\*Incidents of sexual violence involving students or individuals under your supervision must also be reported to the Office and Compliance/Dean of Students. When reporting to the police, however, do not reveal the identity of if they ask you not to.

## **Sex Offender Registration – Campus Sex Crimes Prevention Act**

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders/predators may be obtained. The act also requires registered sex offenders/predators to contact the appropriate state officials and provide notice of each higher education institution in that state at which the offender/predator is employed, carries on a vocation, volunteers or is a student. Specific information regarding convicted and released sexual offenders and predators in the community including those reported as being associated with a specific university/campus may be obtained by accessing the FSU Police Department's web page at [www.police.fsu.edu](http://www.police.fsu.edu) and clicking on the sexual predator link to the Florida Department of Law Enforcement, or you may directly access the FDLE web page at:

<http://offender.fdle.state.fl.us/offender/homepage.do>.

## **Notification of Missing Students**

These policies and procedures are intended to ensure compliance with the Department of Education's missing student notification regulations for students who reside in on-campus housing.

**POLICY:** In addition to registering an emergency contact with the institution, students residing in on-campus housing have the option to identify an individual to be contacted by FSU in the event the student is determined to be missing. Missing student contact information will be registered confidentially, and the information will be accessible only to authorized campus officials. Missing student contact information may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. A student may register one or more individuals to be a contact strictly for missing person purposes. The contact person can be anyone. Students will be given this option even if they have already identified a general emergency contact. A student may identify the same individual for both purposes, but FSU may not assume that a general emergency contact is also the missing person contact. Students are offered the option to register a missing person contact annually regardless of whether they chose to register a contact the previous year. When students move into on-campus student housing mid-year, they are offered the option to register missing person contact information at that time as well. Any on-campus resident may register missing person contact information by signing-in to their Housing portal and updating their missing person contact information.

**PROCEDURES FOR MISSING STUDENTS:** If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Florida State University Police Department ("FSUPD") at (850) 644-1234. Any missing student report received by FSU will be immediately referred to FSUPD for investigation, unless FSUPD made the determination that the student is missing. If a student has identified an individual in accordance with the policy above, FSUPD will notify that individual no later than 24 hours after the student is determined to be missing.

After investigating the missing person report, should FSUPD determine that the student is missing, the FSUPD shall, within 2 hours after receipt of the report, transmit the report for inclusion within the Florida Crime Information Center and the National Crime Information Center databases. The information is also relayed to other local and surrounding law enforcement agencies. If the missing student is under the age of 18 and is not an emancipated individual, FSUPD is required to notify the student's parent or legal guardian immediately in addition to notifying any additional contact person designated by the student after FSUPD has determined the student is missing.

## **Critical Incident Response**

The Florida State University Police Department trains for emergencies on campus whether based on natural occurrences or of a man-made origin. The police department is keenly aware of community concerns regarding incidents such as the one impacting our ACC sister university, Virginia Tech. In this light, the following synopsis is provided for students, parents, and employees about FSU's ability to respond to such emergencies:

## **Campus Partnerships and Outreach**

Prevention: The FSU Police Department engages and participates in a number of prevention initiatives.

- Student Situations Resolution Team – Campus officials regularly meet to discuss concerns involving students who may be in need of intervention services offered by the University.
- Threat Assessment Team (TAT) – Similar to the Student Situations Resolution Team, but focused on employee based issues.
- Public Safety Meetings
- Continuous communication with the Dean of Students Office and Student Rights and Responsibilities.
- Daily Report Sharing Process with FSU Departments
- Welfare Checks on Students
- Training and Best Practices – Officers participate in more than 5 times the in-service training as required by Florida standards.
- Emergency Management Coordinator – FSU employs a full time emergency management professional.
- FSU ALERT Emergency Notification System - FSU has up to 35 methods of delivery to communicate emergency warning, notification, and information.
- Hazardous Weather Awareness Week – Annual hazardous weather awareness campaign
- Emergency Preparedness Week – multi-hazard educational outreach and awareness campaign
- Mutual Aid with the City and County (in addition to training conducted) – Jurisdictional crossover to enhance services to students off campus.

These represent a few of the many programs and initiatives either in place or under development at FSU. The police department practices a policy of continual analysis and improvement concerning prevention and response to critical incidents.



## **The Active Shooter**

Florida State University Police Officers received frequent, realism-based training concerning the response to an “active shooter”, that is, a person actively shooting at and harming persons on campus. The FSU Police Department trains to quickly engage and eliminate the threat.

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Victims are selected at random. This type of event is unpredictable and evolves quickly, knowing what to do can save lives.

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. If YOU are in the area of an Active Shooter...

### **RUN**

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

### **HIDE**

- Hide in an area out of the shooter’s view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet
- Remain Quiet and out of sight (if possible)
- Turn off all lights in the location
- Improvise a way to secure all doors

### **FIGHT**

- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

### **GET INFORMED! INFORMATION SOURCES IN AN EMERGENCY**

FSU Webpage – [www.fsu.edu](http://www.fsu.edu) – Click on the emergency information icon or you can type in [www.alerts.fsu.edu](http://www.alerts.fsu.edu) to go directly to the page. 644-INFO – Dial 850-644-INFO to receive the latest information regarding a campus emergency, or campus closing. WFSU Radio – Tune in to 88.9 FM or 580 AM for information.

## **Weapons on Campus**

On-campus possession or use of firearms, antique firearms, explosives, destructive devices, or other weapons or dangerous articles or substances, including but not limited to non-lethal weapons such as pellet guns, bb guns, paintball markers, slingshots, crossbows, stun guns, Tasers, metallic knuckles, archery equipment, swords, sword canes, ornamental or decorative swords/daggers/knives, or any dangerous chemical or biological agent is a violation of the Student Conduct Code. This does not apply to any law enforcement officer who is a student or to any student ROTC member acting under the supervision of an ROTC unit in a manner proscribed by military regulations of the United States Government, or any student whose possession of a weapon as described above is approved in advance by the FSU Police Department for a bona fide educational purpose.

Firearms and other weapons as defined by section 790.001, Florida Statutes, are prohibited by Florida law at all times on the FSU campus and at FSU-sponsored events, including football games, whether or not a person possesses a concealed weapons permit, except as follows:

- Firearms may be carried by police officers and licensed security personnel expressly authorized by law to carry firearms on school property.
- A concealed firearm may be kept for lawful purposes without a license by persons 18 years or older within the interior of a private vehicle, provided that such firearm is not carried on the person and provided that a handgun must be kept securely encased or otherwise not readily accessible for immediate use.

Possession of firearms and other weapons on the FSU campus or at FSU-sponsored events, unless authorized by Florida law, is a felony and violators are subject to arrest and prosecution.

## **Specific Fire Prevention Related Policies**

It is the policy (4-OP-G-8) of the University to protect faculty, staff, students, visitors, contractors, property, and assets of Florida State University (FSU) while providing the safest possible environment, free from potential fire hazards. The primary goal of the University's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all University buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety. This training is provided by FSU Fire Safety to FSU employees and students. It emphasizes the importance of fire prevention and fire safety on campus. The training informs participants about emergency notifications, fire drills, fire suppression systems & alarms, and building occupant safety. The training includes hands on fire extinguisher usage and awareness level extinguisher training. Fire Safety conducts fire drills in all Student Housing on FSU campus every semester in conjunction with fire safety training.

Annual Fire safety inspections of all University facilities are conducted by the Division of the State Fire Marshal, the Authority Having Jurisdiction (AHJ) for all properties assigned to Florida State University. A copy of the completed Fire Inspection Report for each building is forwarded to the Department responsible for maintaining fire safety compliance of that building. The responsible department is expected to correct any deficiencies and notify the AHJ by returning a copy of the report indicating the date (as determined by the AHJ) when each deficiency was corrected. The AHJ may conduct a follow up inspection to verify correction of all deficiencies once notification has been received. Copies of all completed Fire Inspection Reports are maintained by EHS.

To minimize the potential for fires at Florida State University, it is the Policy of the University to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other University policies and procedures, and or authorized by the authority having jurisdiction). Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbecue grills and their related accessories such as gasoline, propane, lighter fluid, charcoal; and pyrotechnics. The Fire Safety policy program also prohibits the use of the following items in any University owned or operated facility indoors (unless in accordance with other University policies and procedures, and or by the Authority Having Jurisdiction): Portable space heaters, barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking/ warming purposes), any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillets, electric woks, griddles, sandwich makers/grills and other similar type products (for cooking/warming purposes), toaster ovens (for cooking/warming purposes), flammable/combustible liquids (for recreational/personal use), fireworks, firecrackers, rockets, flares, sparklers and other devices, halogen lamps, ceiling/wall tapestries, live Holiday trees or non-fire retardant artificial Holiday trees. Exceptions: (1) Portable Space Heaters are allowed for the Animal Research facilities for the comfort and wellbeing of the research animals under its care, (2) Approved Portable Space Heaters as authorized by the Environmental Health & Safety and the University Facilities Departments, will be allowed for employees/students with diagnosable medical conditions as determined by licensed health-care professionals with such documentation kept on file at the University's Human Resources or Student Affairs divisions, (3) The "cooking" and "warming" options exclude cooking and warming done in areas designed and built for such purposes and only while the use of these devices are under the direct supervision of qualified personnel such as catering staff and certified food preparers.

The University policy on portable electrical appliances, smoking and open flames in an on campus student housing facility is addressed in the University Housing Guide to Resident Living 2016-2017 and is detailed below. A full version of the guide is available at the link below: [Guide to Residence Living](#)